

Program B: Office of Management and Finance

Program Authorization: La. Constitution of 1974, Article 8, Sec. 2; R.S. 36:647; R.S. 17:21-27; R.S. 7(2)(c)(d) and (e); R.S. 39:29-33,1491,1494-1502,1557-1558,1572,1593-1598; R.S. 17:3971-4001; R.S. 39:75; R.S.17:10.1-10.3; R.S. 36:651; R.S. 17:354

PROGRAM DESCRIPTION

The mission of the Office of Management and Finance Program is to provide financial and informational management systems to administer educational programs and to support educational accountability.

The goals of the Office of Management and Finance Program are:

1. To improve customer access to financial and educational information.
2. To increase the effectiveness by which financial resources are allocated.

The Office of Management and Finance Program includes the following activities: Procurement and Asset Management, Appropriation Control, Budget Control, MFP Accountability and Administrative Transfers, Management and Budget, Education Finance, Appropriation Control, Planning/ Analysis/ Information Resources (PAIR).

OBJECTIVES AND PERFORMANCE INDICATORS

Unless otherwise indicated, all objectives are to be accomplished during or by the end of FY 2000-2001. Performance indicators are made up of two parts: name and value. The indicator name describes what is being measured. The indicator value is the numeric value or level achieved within a given measurement period. For budgeting purposes, performance indicator values are shown for the prior fiscal year, the current fiscal year, and alternative funding scenarios (continuation budget level and Executive Budget recommendation level) for the ensuing fiscal year (the fiscal year of the budget document).

The objectives and performance indicators that appear below are associated with program funding in the Base Executive Budget for FY 2000-01. Specific information on program funding is presented in the financial sections that follow performance tables.

1. (KEY) Through MFP Education Finance and Audit activity, to conduct audits of state and federal programs resulting in an estimated dollar savings to the state of \$1,500,000 by insuring that reported student counts are accurate.

Strategic Link: Strategy I.1.1: *To provide statistical information, produce various publications and conduct audits of state and federal programs.*

LEVEL	PERFORMANCE INDICATOR NAME	PERFORMANCE INDICATOR VALUES					
		YEAREND PERFORMANCE STANDARD FY 1998-1999	ACTUAL YEAREND PERFORMANCE FY 1998-1999	ACT 10 PERFORMANCE STANDARD FY 1999-2000	EXISTING PERFORMANCE STANDARD FY 1999-2000	AT CONTINUATION BUDGET LEVEL FY 2000-2001	AT RECOMMENDED BUDGET LEVEL FY 2000-2001
K	State dollars saved as a result of audits ¹	\$2,000,000	\$1,982,506	\$2,000,000	\$2,000,000	\$1,500,000	\$1,500,000
K	Cumulative amount of MFP funds saved through audit function ¹	\$13,150,552	\$15,133,058	\$15,150,552	\$15,150,552	\$16,650,552	\$16,650,552

¹ FY 98-99, 99-00 and 2000-01 are estimates.

2. (KEY) Through the Planning, Analysis, and Information Resources activity, to increase the number of completed requests for information/data.

Strategic Link: Strategy I.1.2: *To produce reports of state, district and school indicators on various aspects of elementary and secondary education; to provide leadership in new activities regarding education research, data analysis, the assessment of schools, and oversight of strategic planning; to provide information to support fiscal and programmatic initiatives by maintaining a data dictionary, standardizing and automating the data collection process, maintaining the data in a retrievable format, and interfacing with fiscal and programmatic areas to assure consistent use of definitions; to design, develop and maintain the hardware, software, and telecommunication lines.*

LEVEL	PERFORMANCE INDICATOR NAME	PERFORMANCE INDICATOR VALUES					
		YEAREND PERFORMANCE STANDARD FY 1998-1999	ACTUAL YEAREND PERFORMANCE FY 1998-1999	ACT 10 PERFORMANCE STANDARD FY 1999-2000	EXISTING PERFORMANCE STANDARD FY 1999-2000	AT CONTINUATION BUDGET LEVEL FY 2000-2001	AT RECOMMENDED BUDGET LEVEL FY 2000-2001
K	Percentage increase in completed requests	Not applicable ¹	6%	6%	6%	282%	282%
K	Number of completed requests	Not applicable ¹	301	393	393	1,500 ²	1,500
K	Number of users supported	Not applicable ¹	Not applicable	2,735	2,735	1,500 ³	1,500
S	Number of help desk calls	Not applicable ¹	Not available	6,000	6,000	16,000 ⁴	16,000

¹ This performance indicator did not appear in Act 19 and therefore has no performance standard for 1998-99.

² This increase is due to WEB-accessible data and reflects downloads of information.

³ This decrease in number of users supported reflects the removal of duplicate user and administrator user ID's for servers that were eliminated. Also includes the removal of the Technical College user ID's. Future increase may occur as WEB-supplied products become available.

⁴ This increase in number of help desk calls is due to improved documentation of calls through the implementation of new tracking software.

3. (KEY) Through the Management and Budget activity, to limit unlocated movable property items to no more than 3% and cost per copy to .03 per impression.

Strategic Link: Strategy I.2.1: *To provide budget oversight to all administrative and state-level programs and SSD; will provide contracts administration; and will provide asset management (movable property and building operational support) to administrative and state level programs.*

LEVEL	PERFORMANCE INDICATOR NAME	PERFORMANCE INDICATOR VALUES					
		YEAREND PERFORMANCE STANDARD FY 1998-1999	ACTUAL YEAREND PERFORMANCE FY 1998-1999	ACT 10 PERFORMANCE STANDARD FY 1999-2000	EXISTING PERFORMANCE STANDARD FY 1999-2000	AT CONTINUATION BUDGET LEVEL FY 2000-2001	AT RECOMMENDED BUDGET LEVEL FY 2000-2001
K	Percentage of total movable property not located	Not applicable ¹	4.7%	3.0%	3.0%	3.0%	3.0%
K	Cost per copy center impression ²	Not applicable ¹	\$0.03	\$0.03	\$0.03	\$0.03	\$0.03

¹ This performance indicator did not appear in Act 19 and therefore has no performance standard for 1998-99.

² Type of copying affects cost per impression. Most jobs are labor intensive, requiring stapling, collating, inserting, binding, hole punching, etc.

4. (KEY) Through the Appropriation Control Activity, to experience less than 2 instances of interest assessment by the federal government to the state for department Cash Management Improvement Act violations.

Strategic Link: Strategy I.2.2: *To ensure the integrity of financial services provided to DOE customers through appropriate and timely release of funds, the agency of financial statements, and management of all cash/accounts for all department funds.*

LEVEL	PERFORMANCE INDICATOR NAME	PERFORMANCE INDICATOR VALUES					
		YEAREND PERFORMANCE STANDARD FY 1998-1999	ACTUAL YEAREND PERFORMANCE FY 1998-1999	ACT 10 PERFORMANCE STANDARD FY 1999-2000	EXISTING PERFORMANCE STANDARD FY 1999-2000	AT CONTINUATION BUDGET LEVEL FY 2000-2001	AT RECOMMENDED BUDGET LEVEL FY 2000-2001
K	Interest assessments by federal government to state for Department Cash Management Improvement Act violations	Not applicable ¹	1	0	0	1	1

¹ This performance indicator did not appear in Act 19 and therefore has no performance standard for 1998-99.

RESOURCE ALLOCATION FOR THE PROGRAM

	ACTUAL 1998-1999	ACT 10 1999- 2000	EXISTING 1999- 2000	CONTINUATION 2000 - 2001	RECOMMENDED 2000 - 2001	RECOMMENDED OVER/(UNDER) EXISTING
MEANS OF FINANCING:						
STATE GENERAL FUND (Direct)	\$9,792,528	\$9,843,009	\$10,084,207	\$10,842,980	\$10,631,012	\$546,805
STATE GENERAL FUND BY:						
Interagency Transfers	2,675,880	3,403,485	3,403,485	3,372,608	3,292,467	(111,018)
Fees & Self-gen. Revenues	28,949	59,294	59,294	59,294	59,292	(2)
Statutory Dedications	1,236,549	0	0	0	0	0
Interim Emergency Board	0	0	0	0	0	0
FEDERAL FUNDS	1,488,338	2,902,028	2,902,028	3,085,849	2,986,199	84,171
TOTAL MEANS OF FINANCING	\$15,222,244	\$16,207,816	\$16,449,014	\$17,360,731	\$16,968,970	\$519,956
EXPENDITURES & REQUEST:						
Salaries	\$6,245,725	\$6,889,780	\$6,462,176	\$6,831,122	\$7,809,851	\$1,347,675
Other Compensation	409,138	7,751	6,751	6,751	6,751	0
Related Benefits	1,856,687	1,969,868	2,083,780	2,149,890	2,380,842	297,062
Total Operating Expenses	3,195,159	4,105,556	5,364,038	5,839,668	4,181,699	(1,182,339)
Professional Services	621,506	916,433	653,734	665,456	703,734	50,000
Total Other Charges	1,590,676	1,921,936	1,857,538	1,800,447	1,818,696	(38,842)
Total Acq. & Major Repairs	1,303,353	396,492	20,997	67,397	67,397	46,400
TOTAL EXPENDITURES AND REQUEST	\$15,222,244	\$16,207,816	\$16,449,014	\$17,360,731	\$16,968,970	\$519,956
AUTHORIZED FULL-TIME EQUIVALENTS: Classified	213	211	214	217	209	(5)
Unclassified	1	0	1	1	1	0
TOTAL	214	211	215	218	210	(5)

SOURCE OF FUNDING

This program is funded with the General Fund, Interagency Transfers, Fees and Self-generated Revenues and Federal Funds. The Interagency Transfers are provided through indirect cost recovery from federal programs and payments from various federal and state programs within the Department for goods and services provided including supplies, postage, evaluations, and accounting/expenditure control. The Self-generated Revenue is derived from distribution of copies of reports, documents and data. Federal Funds are provided through a grant from the National Cooperative Education Statistics System (NCESS); and the following: Title 1,2,4, and 6 of the Improving America's Schools Act of 1994; Adult Education Act; Sections 4 and 5 of the Child Nutrition Act of 1966; Sections 11 and 13 of the National School Lunch Act of 1946, as amended; Individuals with Disabilities Education Act (Parts B, C, D and H); and the Louisiana Education Achievement and Results Now (LEARN).

	ACTUAL	ACT 10	EXISTING	CONTINUATION	RECOMMENDED	RECOMMENDED
	1998-1999	1999- 2000	1999- 2000	2000 - 2001	2000 - 2001	OVER/(UNDER)
						EXISTING
Teacher Supplies Fund	\$74,957	\$0	\$0	\$0	\$0	\$0
School District Accountability	\$1,161,592	\$0	\$0	\$0	\$0	\$0

ANALYSIS OF RECOMMENDATION

GENERAL FUND	TOTAL	T.O.	DESCRIPTION
\$9,843,009	\$16,207,816	211	ACT 10 FISCAL YEAR 1999-2000
			BA-7 TRANSACTIONS:
\$0	\$0	4	Replacement T.O. for personnel that transferred to LCTCS in FY 99/00
\$241,198	\$241,198	0	Transfer of funds from the Office of Quality Educators
\$10,084,207	\$16,449,014	215	EXISTING OPERATING BUDGET – December 3, 1999
\$112,963	\$172,627	0	Annualization of FY 1999-2000 Classified State Employees Merit Increase
\$90,127	\$127,033	0	Classified State Employees Merit Increases for FY 2000-2001
(\$4,486)	(\$6,382)	0	Teacher Retirement Rate Adjustment
\$50	(\$87,944)	0	Risk Management Adjustment
\$7,100	\$20,997	0	Acquisitions & Major Repairs
(\$7,100)	(\$20,997)	0	Non-Recurring Acquisitions & Major Repairs
\$28,818	\$28,818	0	Legislative Auditor Fees
(\$69,206)	(\$96,338)	0	Rent in State-Owned Buildings
(\$8,985)	(\$8,985)	0	Maintenance of State-Owned Buildings
\$104	\$104	0	UPS Fees
\$1,084,153	\$1,665,756	0	Salary Base Adjustment
(\$254,895)	(\$391,636)	0	Attrition Adjustment
(\$1,112,463)	(\$1,709,253)	0	Salary Funding from Other Line Items
\$10,231	\$10,231	0	Civil Service Fees
(\$85,408)	(\$85,408)	0	Continuation of reductions imposed by Executive Order MJF 99-52 in FY 00-01
\$393,495	\$531,348	3	Other Adjustments - Transfer of funds and three (3) personnel from the Office of Student and School Performance
\$46,400	\$46,400	0	Other Adjustments - ISIS Human Resource Statewide Network System
\$78,295	\$90,320	0	Other Adjustments - Information Technology market grade adjustments
\$8,018	\$8,018	0	Other Adjustments - IBM software support expenses
\$0	\$50,000	0	Other Adjustments - Interoperability Standards Project with NCES
(\$58,555)	(\$58,555)	(5)	Other Adjustments - Elimination of five (5) positions, including salaries and related benefits, as a result of Statewide Personnel Reductions

\$375,000	\$375,000	0	Other Adjustments - Imaging expenses for move to North Building
\$54,347	\$0	0	Net Means Of Financing Substitutions - Reduction in indirect cost revenue
(\$141,198)	(\$141,198)	(3)	Other Technical Adjustments - Transfer of funds and three (3) positions from the Office of Management and Finance to Executive Office/Human Resources for shift of payroll unit
\$10,631,012	\$16,968,970	210	TOTAL RECOMMENDED
\$0	\$0	0	LESS GOVERNOR'S SUPPLEMENTARY RECOMMENDATIONS
\$10,631,012	\$16,968,970	210	BASE EXECUTIVE BUDGET FISCAL YEAR 2000-2001
			SUPPLEMENTARY RECOMMENDATIONS CONTINGENT ON SALES TAX RENEWAL:
\$0	\$0	0	None
\$0	\$0	0	TOTAL SUPPLEMENTARY RECOMMENDATIONS CONTINGENT ON SALES TAX RENEWAL
			SUPPLEMENTARY RECOMMENDATIONS CONTINGENT ON NEW REVENUE:
\$0	\$0	0	None
\$0	\$0	0	TOTAL SUPPLEMENTARY RECOMMENDATIONS CONTINGENT ON NEW REVENUE
\$10,631,012	\$16,968,970	210	GRAND TOTAL RECOMMENDED

The total means of financing for this program is recommended at 103.2% of the existing operating budget. It represents 68.7% of the total request (\$24,700,068) for this program. The increase in funding for this program is primarily attributable to additional funding for the implementation of the new ISIS Human Resource system; an increase for market grade adjustments of Information Technology positions; the transfer in of funds, including three (3) positions, from the Office of Student & School Performance to enhance department reorganization; the transfer out of funds, including three (3) positions, to the Executive Office for the relocation of the payroll unit; the continuation of reductions imposed by Executive Order MJF 99-52 in FY 00-01; additional funding for imaging of all necessary documents to prepare for move to the North Building; and, the elimination of five (5) positions, including salaries and related benefits, as a result of Statewide Personnel Reductions. Other adjustments are the result of standard statewide adjustments in Risk Management, Civil Service Fees and Legislative Auditor Fees.

PROFESSIONAL SERVICES

\$27,623	Assist the department in evaluating, analyzing and providing recommendations for improving the school finance system
\$552,199	Provide assistance in research & evaluation, data analysis, public relations consultation and monitoring of implementation of data quality assurance procedures
\$73,912	Provide school assessment and improvement services for Planning and Analysis including NCES data reports
\$50,000	Interoperability Framework/Standards project in conjunction with NCES
\$703,734	TOTAL PROFESSIONAL SERVICES

OTHER CHARGES

\$329,162	Legislative Auditor Fees
\$114,382	8(g) financial positions and associated salaries and related benefits for Tuition Exemption, Tuition Exemption Innovative and Textbooks programs

\$443,544 SUB-TOTAL OTHER CHARGES

Interagency Transfers:

\$729,947	Maintenance for Education building
\$8,018	IBM Software Support Expenses
\$44,747	CPTP, Civil Service, Treasurer, UPS billings
\$336,561	Interagency Transfers for office supplies, printing, postage, other maintenance and proration of services
\$255,879	Transfer of indirect cost funds collections

\$1,375,152 SUB-TOTAL INTERAGENCY TRANSFERS

\$1,818,696 TOTAL OTHER CHARGES

ACQUISITIONS AND MAJOR REPAIRS

\$20,997	Office equipment including computers, computer related equipment, filing cabinets and laserjet printers
\$46,400	ISIS Human Resource Statewide Network System

\$67,397 TOTAL ACQUISITIONS AND MAJOR REPAIRS